

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**BAYOU CANE FIRE PROTECTION DISTRICT (HOUMA)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### BAYOU CANE FIRE PROTECTION DISTRICT (HOUMA)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*

FIRE ENGINEER \*\*

FIRE CAPTAIN \*\*

BATTALION CHIEF \*\*

ASSISTANT FIRE CHIEF \*\*

FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER \*

CHIEF OF FIRE PREVENTION \*\*

CHIEF OF EMERGENCY MEDICAL SERVICES\*

FIRE TRAINING AND SAFETY OFFICER \*

SPECIAL SERVICES OFFICER \*

FIRE RECORDS CLERK \*

\*Competitive class

\*\*Promotional class

BY Index

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12-19-22

# FIREFIGHTER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises the entrance level positions in the fire suppression division of fire department operations. Employees in the class of Firefighter attend classroom training and participate in drills and evolutions in order to improve knowledge and skills in fire service operations. Firefighters perform fireground duties including fire attack, forcible entry, ventilation, rescue, and salvage and overhaul. Duties also include participating in special emergencies such as flood control and hazardous materials incidents. Incumbents of this class administer first aid at incidents involving the sick and injured, in accordance with departmental protocol. Firefighters participate in fire prevention activities, including pre-fire planning and fire inspections. Employees of this class work under the direction and supervision of a Fire Captain. This class ranks immediately below that of Fire Engineer.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Trains for, performs, and maintains proficiency in fire suppression and rescue tasks, including preparation for special or medical emergencies. Attends classroom training and participates in drills and evolutions. Reads and studies assigned firefighting materials and manuals to learn and maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications as required by department policies. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Learns to recognize HAZMAT identification symbols and placards. Monitors and gathers information of conditions affecting zone of response.

Carries, lays, and connects hose lines. Makes connections to water supply. Acts as member of fire attack team, and directs fire streams to contain, control and suppress fires. Performs forcible entry and ventilation techniques as necessary. Properly dons turnout gear and SCBA. Uses ladders, lines, tools, and other equipment necessary to fight fires, contain hazardous materials, and perform salvage and overhaul. Performs rescue, locating and removing fire and accident victims to safety. Participates in flood control efforts. Examines victims for signs of injury and administers first aid to treat injuries according to departmental protocol.

Performs salvage and overhaul tasks necessary to protect property, using covers, tarps or other materials. Carries or removes burning items to reduce fire and smoke damage. Locates and extinguishes hidden fires and hot spots. Drains water after fire is extinguished using appropriate method. Constructs catch-alls and chutes to trap and dispose of water. Removes debris and charred waste. Shores up or tears down weak and dangerous structural components. Removes

containers of flammable or hazardous materials at the fire scene as directed. Assists in identifying causes of fires, and informs designated officer of suspected arson.

Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage. Draws preplanning maps and diagrams. Updates hydrant maps and vital building books. Participates in fire prevention and fire inspection tasks such as inspecting buildings for fire hazards and compliance to fire codes.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment such as fire apparatus, hose fittings and nozzles, portable breathing apparatus, turn-out equipment, ladders or related equipment. Performs tests of apparatus pumping capacity and pressure. Stores equipment upon return to station, and replaces any equipment or tools on fire apparatus when necessary. Maintains inventory of tools and equipment, and inspects for damage or to determine if any tools are missing. Completes minor repairs to equipment and tools. Tests communication equipment.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, changing bed linens, maintaining lawn care and performing other minor maintenance duties. Inspects fire station and notifies officer in charge of needed repairs.

Completes any forms, records, or reports as required. Delivers written records or reports to superior officer as required.

Maintains a positive public image for the department, and treats citizens and coworkers with respect and dignity. Assists visitors to the fire department. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Prior to confirmation in the class of Firefighter, must have obtained certifications in Hazardous Materials-Awareness, Hazardous Materials-Operations, Firefighter I, Firefighter II, according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC and ProBoard and have achieved Emergency Medical Technician (Basic).

Must maintain Emergency Medical Technician (Basic) or higher while working in the class of Firefighter.

Firefighter BY

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# FIRE ENGINEER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises the journeyman level in the fire suppression division of fire department operations. Fire Engineers demonstrate a higher level of ability in the performance of fireground operations, and are primarily responsible for driving, positioning, and operating fire apparatus, including pumps and other equipment, as required. Employees of this class perform routine tasks involving the maintenance and repair of department property and equipment. Employees of this class participate in fire prevention activities, including pre-fire planning and fire inspections. Fire Engineers perform routine tasks independently, receiving assignments and direct supervision from a Fire Captain. This class ranks directly below that of Fire Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers both emergency and non-emergency calls, records pertinent information and responds according to departmental procedures. Drives fire apparatus, in accordance with all laws and safety regulations. Selects shortest available route to the incident. Positions apparatus in accordance with standard operating procedures, and as needed according to incident action plans. Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances. Operates pump to supply water to hose lines, and to provide adequate pressure at the nozzle. Operates aerial apparatus, such as ladders, platforms, and water towers. Dons self-contained breathing apparatus for protection from hazardous environments. Relays radio messages between dispatch and firefighting personnel.

May perform duties as part of the fire attack team when not engaged in operating pump or other equipment. Performs search and rescue operations in order to locate and remove trapped victims from burning or collapsed buildings, vehicles, enclosed spaces, or other endangerment using appropriate tools and techniques. Administers first aid in accordance with departmental protocol. Performs forcible entry, ladder, and ventilation operations. Applies appropriate fire streams and suppression agents for the most effective fire extinguishment. Performs salvage and overhaul operations.

Cleans, dries, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, hoseline fittings and nozzles, portable breathing apparatus, turn-out equipment,

ladders or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Stores equipment upon return to station, and replaces any equipment or tools on fire apparatus when necessary. Maintains inventory of tools and equipment, and inspects for damage or to determine if any tools are missing. Completes minor repairs to equipment and tools. Tests communication equipment.

Participates in fire prevention activities, including pre-fire planning and fire inspections. Performs fire inspection tasks such as inspecting buildings for fire hazards and compliance to fire codes. Gathers and studies information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage. Draws preplanning maps and diagrams. Updates hydrant maps and vital building books.

Reads and studies assigned firefighting materials and manuals to learn and maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Practices with apparatus and equipment to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in response area. Monitors and gathers information of conditions affecting station zone of response. Attends and participates in assigned training drills, demonstrations or evaluations either as an individual or as a member of a group. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications as required by department policies. Provides informal job training as required.

Promotes a positive image of the work of the department in the daily performance of duties. Assists visitors to the fire department. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Interacts with community members in emergency and non-emergency situations, and in both formal and informal settings. Provides assistance and information as needed.

Completes any forms, records, or reports as required. Delivers written records or reports to superior officer as required.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Prior to the closing date for application to the board, must have obtained certification as Hazardous Materials - Awareness and Operations certifications, Firefighter I and II, Driver/Operator: Pumper and Driver/Operator: Aerial according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC or ProBoard.

Must maintain current Emergency Medical Technician (Basic) while working in the class of Fire Engineer.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter for at least one (1) year immediately preceding closing date for application to the board.

Fire Engineer BY
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# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Battalion Chief. Fire Captains rank directly below the class of Battalion Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of one fire station on an assigned shift. Responds to all fire alarms, gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel. Directs the operation of a fire company when responding to emergencies by directing the positioning of the fire apparatus at the fireground, and sets up the fireground perimeter for crowd and traffic control. Serves as fire safety officer at the scene of an emergency until relieved of command. Directs emergency scene operations until relieved by a superior officer. Participates in and supervises subordinate employees in the performance of search and rescue, forcible entry, use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Makes recommendations to superior officers on changes in department operations that will help the district obtain favorable ISO ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises subordinate fire department personnel by assisting superior officers with the delegation of authority to subordinates, assigning of work and duty areas, and inspecting the appearance of subordinates. Assists in overseeing and evaluating the work performance of

subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Provides assistance to subordinates in technical areas of work.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Testifies in court when required. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Compiles data and writes reports. Personally completes any forms, records, or reports required, including NFIRS reports.

Provides for the repair and maintenance of apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Conducts tests or directs the testing of fire department apparatus and equipment. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance.

Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Participates in drills and evolutions and practices with apparatus and equipment. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies. Personally trains personnel by conducting training in the classroom and assisting with informal or on-the-job training for new employees.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Engineer for at least two (2) years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications in Hazardous Materials: Awareness and Operations, Firefighter I and II, Apparatus Driver-Operator: Pumper, Apparatus Driver-Operator: Aerial, Fire Service Instructor I, Fire Inspector I, Fire Investigator I, and Fire Officer I, according to National Fire Protection Associations (NFPA) standards, and have been tested in accordance with IFSAC or ProBoard. Must have current Louisiana State Bureau of EMS license and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

Fire Captain BY

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# BATTALION CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression personnel and equipment of the department on an assigned shift. Battalion Chiefs respond to fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class assist with training fire department personnel, and the organization and management of department equipment and supplies. Battalion Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire department function or division on an assigned shift by assisting with or personally conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures at the scene of a fire or emergency. Directs first aid operations and emergency medical services at the emergency scene. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident.

Assists with the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Notifies appropriate on-call member of the Fire Prevention Bureau. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Resolves employee complaints and grievances. Oversees and evaluates the work performance of subordinates and reviews reports written by subordinates. Writes employee evaluation reports. Discusses work performance with subordinates and superiors. Assists in maintaining discipline by counseling employees and recommending disciplinary action with direct superiors as designated by the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems.

Assists in the development of a training program for the department and sees that such program is supplied with training resources. Personally trains personnel by conducting formal training in the classroom, through drills and evolutions, and providing informal or on-the-job training for new employees. Provides for regular employee training by assisting with the evaluation of training needs, providing shift training, or arranging outside training in such areas as, basic fire fighting and fire attack, salvage and overhaul, fire apparatus, tools and equipment, safety, driving fire equipment, and rescue and first aid. Reads and studies assigned firefighting materials and manuals to maintain proficiency in current and modern firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Participates in drills and evolutions and practices with apparatus and equipment. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Writes reports and completes any forms and records required. Prepares NFIRS/Fire reports. Compiles and organizes data needed for reports. Supervises the preparation of records and reports of an assigned service or division, and reviews records completed by subordinates. Periodically inspects systems and facilities for keeping records.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Tests or directs the testing of equipment. Assists with the arrangements for needed repairs and maintenance or assigns such qualified departmental personnel. Inspects equipment and fire department property to ensure that repairs were properly accomplished. Maintains inventory of supplies and equipment. Orders and distributes equipment and supplies, as directed.

Assists in the coordination of special projects related to public relations or the image of the fire department. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Conducts tours of department facilities for school and civic groups. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Participates in conferences, conventions or other educational meetings.

Prepares written statements and press releases to the media when assigned. Assists in monitoring, responding to and posting on the department's social media accounts. Functions as the department's Public Information Officer on emergency scenes as directed or in the absence of other designated Public Information Officers.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certification as Hazardous Materials - Awareness and Operations certifications, Firefighter I and II, Apparatus Driver-Operator: Pumper, Apparatus Driver-Operator: Aerial, Fire Service Instructor I and II, Fire Service Inspector I, Fire Investigator I, Incident Safety Officer, Fire Officer I and II, according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC or ProBoard.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Battalion Chief.

Battalion Chief BY
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# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is managing specific administrative tasks including, planning, organizing, and conducting departmental training, managing and maintaining department records. Assistant Fire Chiefs are also responsible for the preparation and maintenance of records of shift activities, for directing the care and maintenance of assigned equipment and vehicles, and for performing public relations duties. The employees of this class are responsible for the effective handling of emergency situations until relieved of command by a superior officer. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of the suppression division of the fire department and other divisions as assigned. Plans and organizes departmental operations having to do with personnel, equipment and apparatus. Recommends goals, objectives, and policies for consideration by a superior officer. Conducts inspections of various divisions, evaluates the effectiveness of the divisions following inspection, and takes appropriate action to correct or improve problem areas. Investigates accidents and complaints involving department equipment or personnel in order to determine cause. Takes necessary action to correct personnel problems or to avoid future accidents.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates. Discusses work performance with subordinates and superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides assistance in technical areas of work. Maintains discipline and recommends disciplinary action. Inspects the appearance of assigned equipment and personnel. Holds meetings for the purpose of receiving reports and disseminating information. Participates in developing a personnel recruitment and selection program. Assists with interviewing prospective employees and makes recommendations to the Fire Chief.

Develops a training program for the fire department and sees that such program is properly staffed and supplied with training resources. Conducts and supervises training classes, either in the classroom, at the drill field, or at the fire station in the following areas: fire fighting; fire attack; forcible entry; ventilation; fire streams; nozzle and hose handling; pump operations;

hydraulics; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; pre-fire planning; rescue; emergency medical services; or any other related subjects assigned or required. Provides informal or "on-the-job" training for new employees.

Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Recommends changes in department operations that will help the department obtain favorable ISO ratings. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Responds to all alarms or emergency calls for which the department is answerable. Oversees activities and supervision of fire companies at the scene of a fire or other emergency, performing duties such as size-up; forcible entry; ventilation; nozzle and hose handling; pump operations; use of sprinkler and standpipe systems; use of water supplies; protection of exposures; salvage and overhaul operations; and rescue operations. Manages and personally acts as part of the fire attack team when necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials. Maintains communications and acts as coordinator between fire fighting personnel and other authorized personnel at the scene of an emergency.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to protect evidence of suspected arson. Testifies in court when required. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly.

Supervises the preparation and maintenance of all department records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required.

Supervises the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Arranges for needed repairs and inspects equipment after repairs to see that repairs were properly accomplished. Maintains the inventory, order, and disbursement of departmental supplies and equipment. Purchases equipment and supplies, keeping such purchases within the established budget.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Prepares written statements and press releases to the media when assigned. Assists in monitoring, responding to and posting on the department's social media accounts. Functions as the department's Public Information Officer on emergency scenes as directed or in the absence of other designated Public Information Officers.



Finds, locates and assists in preparing and applying for grants to receive outside funding for department needs. Assists the Fire Chief with preparation, survey and grading of PIAL/ISO rating.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Battalion Chief for at least two (2) years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certification as Hazardous Materials - Awareness and Operations certifications, Firefighter I and II, Apparatus Driver-Operator: Pumper, Apparatus Driver-Operator: Aerial, Fire Service Instructor I and II, Fire Service Inspector I and II, Fire Investigator I, Incident Safety Officer, and Fire Officer I, II, and III, according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC or ProBoard.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Chief.

Assistant Fire Chief BY
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# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Bayou Cane Fire Protection District Fire Board of Commissioners.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops, initiates, directs, and evaluates the productivity and effectiveness of departmental structure. Directs programs of pre-fire planning, fire inspection, and fire investigation. Develops management policies, goals, and objectives for the department. Reviews incoming communications, delegates assignments or routes work to the appropriate person. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Attends conferences, conventions, and other educational meetings. Writes proposals and reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Testifies on proposed legislation before legislative committees. Maintains proficiency in fire related equipment and duties. Attends training courses to acquire or maintain certification in fire fighting, emergency medical operations, or other related areas as required. Locates available grants for fire protection and prevention projects and writes requests for grants or other special funds to aid in the operation of the fire department.

Develops and implements a safety program for the department and trains subordinates in safety. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports,

reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares and reviews products and specifications for fire department equipment. Purchases supplies and equipment for the department within the departmental budget. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Performs fire suppression duties as may be required in order to assist in the control of the incident. Directs the handling of special tactical situations, emergencies involving hazardous materials and injury or illness and determines action to be taken to contain or control the incident. Directs an investigation program that determines the causes, origins, and circumstances of fires occurring within the fire protection district. Acts as a liaison with law enforcement or other arson investigation agencies, and testifies in court if required.

Evaluates training needs of the department and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Serves as an instructor for formal classroom training and provides for outside instruction. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance and cooperation in training and/or fire protection efforts when required.

Organizes the personnel management functions of the fire department. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees. Makes personnel management decisions regarding the hiring, and appointment of employees. Assists in the development of and administers a comprehensive personnel plan providing for compensation and benefits. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire department. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Develops employee grievance resolution procedures for the department and counsels employees who are experiencing work problems. Maintains discipline by reprimanding employees.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, outlining responsibilities and duties, adjusting work schedules, assigning work spaces, approving leave, and setting task priorities and long-term goals. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Inspects the appearance of department equipment and subordinate personnel, determines performance standards for department personnel and establishes procedures for evaluating employee performance. Holds formal meetings for the purpose of receiving information and disseminating information.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Writes letters in response to written or oral requests addressed to the fire department. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Prepares a departmental operating budget and authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. Manages the operation of the general accounting system for the department. Performs any other related duties.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

### **MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS**

#### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which

include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate **AND** must have at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief BY
Original Adoption: 01-14-09
Revision Dates: 04-17-12, 04-07-17, 10-21-20

# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a non-supervisory position in the Fire Prevention Division, the primary duties of which include conducting fire inspections to ensure compliance with fire codes and ordinances and investigating all fires to determine the cause and origin of the fire. The incumbent in this class educates the public on fire hazards and safety, and maintains records and reports required to document the activity of the Fire Prevention Division. The Fire Prevention Officer works with some supervision, having the authority to work independently in most areas. The employee of the class reports to and has work reviewed by the Chief of Fire Prevention.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists superior officers in the daily operation of the department's fire prevention division, providing for inspections, investigations, and public fire education. Conducts inspections of buildings located within the jurisdiction to ensure compliance with safety regulations and fire codes. Prepares for an inspection by reviewing previous inspection reports, building plans, and applicable fire codes. Obtains permission for the inspection, briefs the occupant/owner of the procedure, and provides them with copies of forms and reports. Inspects the interior and exterior of the building, noting building dimensions, construction materials, water sources and general housekeeping practices. Assesses the occupant load, and estimates the fire load of inspected buildings. Evaluates buildings to ensure they have not suffered structural abuse due to improper modification, deterioration or lack of maintenance. Inspects portable fire extinguishers, fixed fire extinguishing systems, standpipe systems, fire hydrants; heating, ventilating, and air conditioning systems; fire detection and alarm systems, structures and storage areas to ensure they meet prescribed requirements. Inspects hazardous material storage sites to ensure proper safety precautions are followed.

Documents the inspection site by taking photographs and drawing sketches of the building and surrounding objects and areas. Completes a report of each fire inspection and records all necessary information. Reinspects buildings where violations of fire codes occurred; issues citations and fines when necessary. Gathers information and evidence from inspections for use in court proceedings. Assists superior officers in the administration of the department "Knox Box" and Company Inspection programs.

Collects information for pre-fire planning development by visiting businesses, schools, and other places of public assembly. Reviews building plans to identify potential problems related to fire protection such as inadequate water supply, insufficient exits or use of undesirable building

materials. Assists institutions or companies in developing solutions for fire prevention problems. Draws up evacuation plans, and conducts fire drills for business, educational, health care, and industrial facilities. Performs building inspections conducted for the purpose of issuing permits. Receives complaints from the public on hazards or on possible violations of fire codes. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to alarms or emergency calls received by the fire department in order to investigate the cause of structure or vehicle fires, and to assist with fire suppression, overhaul and first aid operations. Maintains communications between the fire scene and other authorized personnel. Restricts access to the fire investigation scene to prevent removal, damage, or contamination of evidence. Examines interior and exterior of fire structure and checks the surrounding area to search for and collect evidence. Obtains information about the burned building and its contents, owners and occupants. Interrogates suspects and interviews firefighters, witnesses, and any other logical sources of information. Reviews and analyzes data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Provides an accurate record of the fire scene by taking photographs, writing extensive notes, and making sketches and diagrams. Applies for and executes a search warrant or obtains written permission to search a burned building after it has been released to the owner/occupant. (ADD) Identifies the point of origin and heat source to determine the cause of the fire; requests expert assistance if needed.

Establishes whether the fire was the result of natural causes, carelessness, or arson. Completes a fire investigation report to document findings. Acts as a liaison with law enforcement or other arson investigation agencies and communicates with the prosecutor's office to exchange information and facilitate the successful disposition of cases. Provides information to victims and witnesses regarding appropriate courtroom demeanor and procedures. Testifies in court on all aspects of a case.

Assists superior officers in the review of incoming communications and in processing requests for the release of fire prevention records. Compiles, organizes, and analyzes data needed to complete assigned forms and records; completes incident, inspection, and investigation reports for the fire prevention division. Reviews incident reports written by fire personnel to determine if further action is needed. Inspects or tests any equipment used in fire prevention work to make certain it is in proper working order and meets all applicable standards. Maintains an inventory of supplies and equipment for use in fire prevention activities.

Develops a fire prevention public education curriculum by analyzing the targeted audience, designing the appropriate method of presentation, and evaluating the effectiveness of the curriculum. Identifies the most important local fire problems and selects program components and objectives accordingly. Determines the specific content and format of fire safety messages, and produces audio-visual aids to be used in training programs for fire safety. Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire prevention public education program; serves as a classroom instructor and provides on-the-job training to employees, as needed.

Develops support for fire safety programs by encouraging businesses to sponsor the department's public education efforts. Delivers lectures or demonstrations on fire safety topics to schools, clubs or other civic groups. Educates the public on fire hazards, injury prevention and fire protection. Schedules and conducts tours and field trips for the public to observe department facilities. Oversees fire safety in public assembly occupancies at major public events. Assists superior officers in responding to questions from the public or the media regarding fire prevention services. Recommends policies, goals, and objectives relating to fire prevention for consideration by a superior officer. Coordinates the work of the fire prevention division with related federal, state and local agencies.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must not be less than twenty-one (21) years of age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

**MUST MEET ONE OF THE FOLLOWING PRIOR TO THE CLOSING DATE FOR APPLICATION TO THE BOARD**



**EITHER**

Must have an associate's degree in fire technology or equivalent and must have obtained IFSAC or PRO Board certifications as Firefighter I, Fire Inspector I, Fire Inspector II, Fire Service Instructor I, Fire Officer I, and Fire Investigator, according to National Fire Protection Association (NFPA) standards.

**OR**

Prior to the closing date for application, must have completed five (5) years of experience in a full-time paid fire department and/or fire inspection service. Prior to the closing date for application to the board, must have obtained IFSAC or PRO Board certifications as Firefighter I, Fire Inspector I, Fire Inspector II, Fire Service Instructor I, Fire Officer I, and Fire Investigator, according to National Fire Protection Association (NFPA) standards.

Fire Prevention Officer BY

Original Adoption: 12-01-14

Revision Dates: 05-18-16, 10-21-20, 10-20-22, 12-19-22

# CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's Fire Prevention Bureau, responsible for fire inspections, fire investigations, and public fire education. The incumbent of this class manages the fire prevention program, supervises all subordinate personnel assigned to the division, and provides for the maintenance of related records and reports. The Chief of Fire Prevention performs the majority of assigned duties independently, reporting to and receiving direction for special projects from the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and directs the daily operations of the Fire Prevention Bureau and provides for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning the use of equipment and the deployment of personnel. Recommends and sets management policies, goals, and objectives relating to fire prevention. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Researches and evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Formulates position statements to be used by the department and testifies on proposed legislation. Coordinates the work of the department with related federal, state and local agencies.

Supervises fire prevention employees by reviewing work to be done, outlining responsibilities, setting task priorities and defining long-term goals. Monitors the progress of jobs assigned to subordinates to determine if changes in method or additional time are required. Assists the Fire Chief with regularly scheduled employee training and provides on-the-job fire prevention training to all department employees. Participates in conferences, conventions or other educational meetings and studies current literature to keep informed on modern fire prevention methods and administrative practices. Maintains a fire prevention reference library for use by department personnel. Provides assistance to subordinates in technical areas of work. Holds meetings with subordinate department members in order to inspect appearance, exchange information, delegate responsibility and discuss work performance. Sets work schedules and approves leave

for subordinates, taking care to ensure proper division staffing levels at all times. Discusses performance of subordinate employees with superior officers. Evaluates the work performance of subordinates and completes employee evaluation reports. Counsels employees to resolve work problems, complaints or grievances. Maintains discipline among employees of the division by conducting corrective interviews and recommending disciplinary action to the appointing authority. Investigates complaints against division personnel and formulates a recommendation for action to be taken. Ensures division employees have the tools and resources necessary to perform their jobs. Provides for good housekeeping and takes measures to control accident hazards. Oversees the inspection or testing of fire prevention equipment to ensure proper working order and compliance with established standards.

Oversees and participates in building inspections; reviews previous inspection reports, building plans and specifications, as well as sections of the applicable codes for the particular type of occupancy. Contacts the owner or occupant upon arrival at the inspection site to obtain permission and outline the inspection process. Provides for the inspection of the interior and exterior of the building, noting dimensions, construction materials, exposures, water sources, good housekeeping practices and storage areas for hazardous materials. Oversees and participates in the inspection of fire hydrants, fixed fire extinguishing systems, portable fire extinguishers, standpipe systems, alarm systems, electrical equipment, heating, ventilation and air-conditioning equipment. Assesses the occupant load of inspected buildings, checking to ensure means of egress are sufficient for the load. Evaluates buildings to determine whether they meet resistance requirements for their type of construction and if they have suffered structural abuse, which may render them unsafe. Estimates the fire load of a building and assigns a fire load classification. Ensures building conditions are documented at the time of inspection by making a field sketch and taking photographs.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building and presenting evidence collected during the inspection. Outlines conclusions reached and recommendations made as a result of findings. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred. Issues citations, assesses fines, and serves court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor. Issues permits for special circumstances and assists the Fire Chief in responding to appeals for exemptions from provisions of fire codes. Issues tickets or tows vehicles for fire zone parking violations.

Oversees and participates in the investigation of structure or vehicle fires occurring in the jurisdiction. Restricts access to the fire scene to prevent removal, damage or contamination of evidence. Examines the exterior of the fire structure and the surrounding area checking for fire protection systems; burn and smoke patterns; signs of forced entry; tools, valuables or footprints. Conducts interviews with witnesses regarding flame and smoke colors; odors and sounds; or suspicious spectators noted at or near the fire scene. Examines the interior of the fire structure to determine the point of origin, direction of fire travel and heat source, checking for signs of

accelerant use. Searches for, identifies and collects evidence using established methods to avoid contamination and protect the chain of custody. Takes extensive notes and photographs at the scene; makes sketches or diagrams to provide an accurate record of the locations of evidence, the extent of involvement and damage, and all information necessary to properly document the fire scene. Uses observations and available data to determine whether fire was the result of natural causes, carelessness or arson. Completes a fire investigation report outlining the conclusions reached by investigating personnel. Interrogates suspects; applies for, obtains and executes search and arrest warrants. Provides information to victims and witnesses on procedures to follow during court testimony. Communicates with the public prosecutor's office, acts as a liaison with law enforcement and testifies in court to facilitate the successful disposition of cases.

Evaluates division needs, assists in developing specifications and recommends the purchase of equipment. Places orders, maintains inventory and disburses supplies and equipment for the division. Prepares expenditure estimates and authorizes the expenditure of funds in accordance with the budget. Personally prepares and submits a divisional operating budget. Writes requests for grants or other special funds to aid in the operation of the fire service.

Reviews incoming written communications for the division, making assignments to staff and routing work to the appropriate person or location. Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Reviews incident reports written by subordinates and fire suppression personnel for accuracy, and to determine if further action is needed. Composes letters to handle problems or to address the needs of the division. Performs research in order to write and submit formal recommendations for changes to fire prevention codes. Oversees the response to requests for fire prevention records in accordance with law and departmental policy.

Oversees and participates in visits to businesses, schools and other places of public assembly in order to collect and record features which may be relevant in a fire or other emergency. Reviews building plans to identify potential problems related to fire protection. Develops pre-fire plans to guide the response by firefighting companies. Assists institutions or companies in developing evacuation plans and solutions for fire prevention problems. Conducts plan reviews for new construction or renovations. Oversees and participates in fire drills, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Oversees fire safety in public assembly occupancies at major events.

Develops a fire prevention education curriculum for the department by identifying the target audience, designing the appropriate method of presentation and evaluating the effectiveness of the program. Analyzes fire records to identify the most important local fire problems, selects program components to meet community fire education needs and customizes fire prevention messages for specific audiences. Determines the content and format of fire safety messages. Writes and submits public service announcements. Evaluates the impact of the public fire education program and makes modifications when necessary. Organizes and trains fire service personnel and volunteers who participate in the community fire education program. Develops,

oversees and participates in lectures, demonstrations, field trips or any other activity designed to educate the public about fire hazards, injury prevention or the work of the fire department. Administers the department "Knox Box" and Company Inspection Programs. Answers questions from the public concerning the operation of the department and assists the Fire Chief in coordinating responses to inquiries from the news media.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least five (5) years from the date of confirmation, immediately preceding closing date for application to the board.

Chief of Fire Prevention BY
Original Adoption: 10-21-20
Revision Dates: 10-20-22

# CHIEF OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible position in the fire department, the primary duty of which is the oversight and management of the Emergency Medical Services (EMS) Division. The Chief of Emergency Medical Services participates in the hiring process, develops a training program, purchases supplies, and provides for the repair of equipment for the EMS Division. The employee of this class oversees and participates in the maintenance of EMS records and assists superior officers in preparing a divisional operating budget. The employee of this class has no direct supervision over fire department personnel; however, exercises functional supervision over employees in the training environment and in the performance of EMS duties. The Chief of Emergency Medical Services works independently in most areas, reporting to and having work reviewed by an Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages and oversees emergency medical services (EMS) provided by the fire department and assists in setting management policies, goals, and objectives for the EMS division. Participates in the planning, organization and direction of division operations related to equipment, apparatus, and personnel. Makes or recommends policy decisions such as types of equipment needed, placement of equipment and personnel assignments. Assists in determining how operating units of the division should be organized, including the number and distribution of such units. Reviews and evaluates emergency medical services in order to determine appropriateness of procedures and to recommend operational changes. Conducts inspections to observe equipment, personnel and EMS division operations. Discusses evaluations of emergency medical services with superiors and division heads to correct or improve problem areas. Provides for quality control, quality assurance and quality improvement with respect to emergency scene operations, patient care, employee training, departmental policies and records/reports completed by the EMS division. Studies and keeps informed on new laws, regulations, ordinances, court rulings, drug reference literature, and modern emergency medical techniques to incorporate such knowledge into the operation of the department. Participates in the development of policy and procedure manuals for emergency medical services. Distributes information concerning divisional and departmental policies and procedures to employees. Keeps informed on any local situations which may require the fire department to respond. Attends all meetings as requested by the local governing authority in order to obtain information, give reports or offer advice. Acts as a consultant for other emergency medical services in surrounding areas. Coordinates the work of the division with related federal, state, and local agencies, releasing information when needed.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Follows triage procedures. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to a medical facility. Provides advanced life support services to patients. Obtains a comprehensive drug history on patient; keeps informed on specific signs or circumstances under which is not appropriate or may be harmful to administer a drug. Administers medication to individuals at the emergency scene, as needed; observes and documents the effects of the medication. Operates and interprets monitors and other equipment, apparatus, or property used to provide emergency medical services. Notifies dispatcher to call for additional emergency medical help if needed. Drives emergency medical vehicles to/from the scene of an incident and transports family members to the hospital along with the patient. Calms distraught family members of victims during an emergency medical situation. Goes to the scene of hazardous material incidents to take charge of all medical emergencies. Uses protective breathing apparatus at an emergency scene or in training situations. Performs emergency medical services at a crime scene involving injuries. Uses extrication equipment in order to free trapped victims and administer emergency medical attention. Participates in the Incident Command System. Directs and participates in operations at mass casualty incidents.

Establishes a training program for the EMS division and sees that such program is properly staffed and supplied with training resources. Works with medical experts, such as doctors, to critique field operations and ensure that training procedures are fully developed. Goes to the scene of an incident to observe emergency medical procedures in order to correct errors or incorporate needed changes into the EMS training program. Develops and assembles teaching material for use in emergency medical training. Assists with regular employee training at all levels within the department; provides continuing education and on-the-job training, as needed. Conducts formal training classes to prepare personnel for certification in emergency medical services and operations. Evaluates the clinical work of candidates for intermediate or paramedic- level emergency medical services. Oversees and participates in training exercises to practice acquired skills and to learn new skills in the areas of emergency medical care and basic firefighting. Assists superiors in preparing and administering examinations to evaluate the effectiveness of training.

Participates in personnel recruitment and selection programs for the department; interviews prospective EMS division employees and makes recommendations for placement. Participates in evaluations of employee work performance related to EMS operations. Discusses such performance with employees and designated superiors; provides information for inclusion in employee evaluation reports. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or action to be taken. Assists superior officers by participating in meetings to counsel employees or resolve employee complaints and grievances. Recommends disciplinary action against department personnel assigned to EMS operations.

Provides for the general care, maintenance, use and testing of all emergency medical equipment and apparatus. Assists in the establishment of a system for the operation of all fire department medical emergency communications equipment. Oversees the process of obtaining repair estimates, making arrangements for repairs, and inspecting equipment to ensure repairs were completed properly. Assists superior officers in accounting for all emergency medical services

monies and assets. Works with the EMS billing division to provide for revenue recapture. Writes requests for grants or other special funds to aid in the operation of the EMS Division. Participates in the process of gathering budget-related information, preparing revenue/expenditure estimates and submitting a balanced divisional operating budget. Provides for the inventory, purchase, storage and disbursement of all supplies and equipment for the EMS Division. Authorizes the expenditure of funds allocated for emergency medical services operations. Purchases or recommends the purchase of equipment and supplies, ensuring that such expenditures are in accordance with the budget. Oversees and participates in meetings with sales representatives to review products and make decisions on purchasing for the EMS division. Develops specifications for the purchase of new emergency medical equipment. Assists superiors in preparing specifications for public bids and overseeing the bidding process.

Ensures that accurate emergency medical service records are completed and maintained; checks records completed by EMS personnel. Reviews correspondence and takes necessary action; replies to correspondence or assigns to appropriate department personnel for reply. Oversees decisions concerning what information should be included in divisional records and in what form this information should be kept; periodically inspects systems and facilities for maintaining EMS records. Reads and interprets data contained in graphs, charts, manuals, computer printouts and other records; compiles, analyzes and organizes data needed for reports. Compiles statistics, such as average response time, for use in required records and reports. Completes forms, narrative reports, and records related to emergency medical services; files or retrieves records and reports, as required.

Promotes a positive image of the Emergency Medical Services Division. Oversees and conducts workshops on emergency medical services for the general public; provides training in first aid and CPR. Communicates with other medical professionals and the public to handle complaints, answer questions, or discuss needed changes in EMS training and operations. Serves as a liaison between fire service medical operations and area hospitals. Attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss emergency medical services provided by the department. Conducts polls and surveys to gather information in relation to problems regarding emergency medical services; compiles and analyzes the data to generate policy statements or recommend operational changes. Acts as department representative to news media in the absence of a superior officer. Coordinates and participates in special projects designed to enhance the public image of the Emergency Medical Services Division and the department.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.



After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be a certified Nationally Registered Paramedic.

Must possess a valid Advanced Cardiac Life Support and Basic Life Support Certification.

Must have at least three (3) years of full-time EMS experience, with at least one (1) year of EMS supervisory experience.

Chief of Emergency Medical Services BY Original Adoption: 12-19-22 Revision Dates:
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# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a specialized position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements training and safety programs by evaluating the performance of department employees during training, and by maintaining records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. The employee of this class works independently most of the time and exercises functional supervision over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has work reviewed by the Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages and participates in the development and operation of the training program for the fire department. Schedules training for all department members as assigned by the Fire Chief. Coordinates the movement of fire companies to and from all training activities. Provides for regular employee training at all levels within the department by scheduling outside classes and guest lecturers, as well as by conducting or assisting with training in the classroom, at the drill field, or at fire stations. Trains employees in areas of fire suppression and prevention including, but not limited to the following: driving fire equipment, basic firefighting, forcible entry, use of protective breathing apparatus, ventilation, hydraulics, nozzles, hose handling, pump operations, first aid, emergency medical services, rescue, safety, salvage and overhaul, fire inspection and investigation or any other related subjects required. Conducts drills and evolutions to train fire personnel. Responds to fires to make notes and take photographs for use in training. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Develops job simulation exercises to rate skills acquired during training. Performs administrative duties such as preparing lesson plans, training materials and written tests. Administers and grades training tests. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative practices. Provides informal or on-the-job training for new employees. Evaluates the effectiveness of training by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program.

Participates in the development of a departmental safety program and sees that such program is properly staffed and supplied with training resources. Acts as safety officer for the department. Educates employees by demonstrating safety equipment and practices; observes department personnel to ensure prescribed safety equipment and practices are in use. Identifies and appraises conditions which could produce accidents and financial losses. Inspects apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Observes emergency scene operations to assure compliance with established safety procedures. Participates in handling emergencies involving hazardous materials. Devises methods to evaluate the safety program and makes recommendations for improvements. Develops and recommends accident and loss control programs for incorporation into operational policies. Compiles, analyzes and interprets statistical data related to occupational illnesses and accidents. Reviews and evaluates industrial, technical and scientific publications concerned with safety management. Recommends changes in department operations that will help the district obtain favorable insurance ratings.

Assists in conducting interviews of prospective employees and makes recommendations on hiring. Participates in scheduling physical examinations for department personnel; provides for drug and agility testing for newly hired employees. Conducts or participates in all investigations of accidents involving department equipment or personnel. Prepares accident and injury reports for review by administrative personnel. Follows up on injury reports and assists employees with group health or workman's compensation insurance problems. Writes narrative reports concerning the operation of the division. Completes and files all forms, records, and reports as required. Purchases and maintains inventory of supplies and equipment for the division, keeping such purchases within the established budget. Disburses supplies and equipment to department personnel as needed. Participates in public education programs of other fire department divisions. Answers questions from the public about the operation of the fire department or any related areas of emergency services.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher.

Must have at least six (6) years of experience in fire suppression with a full-time, paid fire department.

Prior to the closing date for application to the board, must have obtained IFSAC or Pro Board certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Department Safety Officer, Apparatus Driver/Operator - Aerial, Apparatus Driver/Operator - Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials - Awareness, and Hazardous Materials - Operations, according to National Fire Protection Association (NFPA) standards.

Fire Training and Safety Officer BY
Original Adoption: 12-01-14
Revision Dates: 10-21-20, 10-20-22

# SPECIAL SERVICES OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses a non-supervisory position in the Special Services division of the fire department. Incumbents of this class are responsible for general maintenance and safety inspections on all departmental vehicles and breathing apparatus. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. The employee of this class has no direct supervision over fire department personnel; however, exercises functional supervision over employees as they perform duties related to maintenance, repairs, testing and inventory. Special Services Officers perform duties with some degree of supervision and receive specific instructions for most duties. Special Services Officers report to and have work reviewed by the Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages the operation of the Special Services division. Assists superior officers with research and planning for the division and sets or recommends divisional goals, objectives and management policies. Participates in the planning and organization of departmental operations relating to equipment and apparatus.

Oversees and participates in the general care, maintenance, inspection, testing and repair of firefighting apparatus and equipment, motor driven vehicles, and communications equipment. Provides for the maintenance and repair of fire stations, grounds and related property. Personally examines and tests, or directs the testing of equipment to ensure that all applicable standards are met; tests defective equipment and recommends repair or replacement. Researches the best methods of handling fire department repair or maintenance tasks and sees that jobs are either contracted or assigned to qualified department personnel. Obtains estimates on repairs or maintenance of department facilities and equipment to be performed by contractors. Inspects equipment, property or operating systems after repairs to ensure repairs were completed properly.

Inspects, tests, repairs and maintains various types of breathing apparatus. Refills self-contained breathing apparatus using the cascade and compressor/purifier system. Maintains correct dew point levels of air in self-contained breathing apparatus. Performs periodic tests of apparatus pumping capacity and pressure; repairs valves and seals pumps as needed. Inspects apparatus for accident prevention devices. Oversees and performs general and preventive maintenance tasks on fire department vehicles and apparatus such as refueling vehicles, changing and adding oil, checking belts and hoses, adjusting headlights, and similar tasks. Transports, delivers, and picks up vehicles and equipment for repair or maintenance.

Inspects tools for damage and to determine if any are missing. Performs service tests on fire hose and hose couplings. Inspects, maintains, tests and repairs ground and aerial ladders, emergency power generators and small gas engines. Performs routine maintenance and conducts flow tests on fire hydrants. Inspects fire extinguishers for damage or required maintenance, and recharges them as needed. Provides for inspections to ensure that apparatus, equipment, machinery and working conditions in the department comply with occupational safety and health regulations.

Supervises the installation, maintenance and repair of heating and air conditioning systems and their component parts; ensures that air filters are regularly replaced. Oversees and participates in the repair of overhead doors, plumbing and electrical systems. Performs carpentry work on station buildings. Supervises department employees assigned to prep and paint the exterior and interior surfaces of the fire station. Makes mathematical calculations in order to take accurate measurements, make adjustments or perform calibrations; reads service manuals to determine how to perform duties.

Maintains inventory of supplies and equipment; counts items according to department procedures to ensure an adequate supply. Orders uniforms, supplies, parts and equipment for the department; makes arrangements for shipping and receiving items by communicating with delivery services. Receives and checks property, equipment and supplies that have been shipped to the department. Organizes and stores department property in an orderly fashion to allow ease of locating and retrieving materials. Develops a stock rotation system to ensure that old stock is distributed first. Issues supplies and equipment to department personnel, as required. Maintains a holding area for damaged or defective materials that are to be returned to the supplier. Inspects supply facilities for compliance with department maintenance standards. Assists in writing specifications for new fire department equipment and makes recommendations on major purchases for the department.

Assists superiors with gathering information to be used in compiling budgets. Prepares purchase requisitions and purchases necessary equipment and supplies, in accordance with the established budget. Works with superior officers to decide what information should be included in all records of the division and in what form the information should be kept. Participates in the preparation and maintenance of all division records. Completes and maintains forms or records related to repairs, equipment testing, inventory, purchases, personal protective equipment, the use and maintenance of self-contained breathing apparatus, and any other assigned records. Participates in the establishment of filing systems and files records, reports, and correspondence. Retrieves records from division files, and assists in compiling data needed for reports. Writes narrative reports and departmental memoranda; composes letters in response to requests addressed to the department. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Reads and interprets graphs, charts, manuals, reports or related documents in order to perform assigned tasks.

Responds to all alarms or emergency calls for which the department is answerable. Observes emergency scene operations to ensure compliance with established safety procedures;

participates in emergency scene operations, including fire suppression, control of hazardous materials, rescue, emergency medical care, and related duties. Assists in maintaining communications between the fire scene and other authorized personnel; calls for assistance, and relays necessary information on operations at the emergency scene. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Oversees the repair of malfunctioning or broken equipment at the fire scene.

Employees of this class may be assigned to an ambulance in the absence of an EMT or Paramedic.

Performs any related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of work experience in a full-time paid fire department in positions which would provide experience in the maintenance and repair of fire apparatus, fire department equipment and buildings. Prior to the closing date for applications, must have obtained Firefighter 1 and Emergency Medical Responder certifications.

Special Services Officer BY
Original Adoption: 09-29-14
Revision Dates: 10-21-20, 10-20-22, 12-19-22

# FIRE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining departmental records and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining files, and extracting information as needed. The employee of this class addresses visitors to the department, answers and directs telephone calls and develops new procedures for office functions when necessary. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes or files department records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Completes all forms or records as required. Enters routine information in department records, such as accounting, personnel records, or information files. Compiles, organizes and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Reads graphs, charts, manuals, records, reports, or related department documents. Prepares and submits claim forms to Worker's Compensation insurance provider to document employee injuries. Records and submits claim forms for revenue rescue to homeowner's insurance companies as needed to document responses to incidents. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up filing system and revises such system when necessary. Reviews correspondence, reports, drawings and other materials to be filed to determine subject matter. Files correspondence, forms, records, or reports in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and to whom materials were released. Traces missing files. Locates and retrieves information or documents from hard copy or computer files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.



Acts as receptionist to department visitors and screens visitors to determine their business; directs visitors to the appropriate individuals or offices for the department. Answers questions for the public about operation of the department or any related areas of emergency services, and handles any routine requests by visitors to the office. Places telephone calls for the department and answers any telephone calls coming in on assigned lines; handles routine matters or transfers caller following department procedures. Schedules appointments, keeps records of schedules, and notifies appropriate individual of appointments, meetings, or other events. Reads incoming material and sorts according to subject matter. Stamps material to record date and time that material was received. Opens, sorts, and properly distributes incoming mail for the department as directed. Processes outgoing mail and interdepartmental correspondence.

Replies to any routine correspondence or requests following departmental procedures. Types forms, statements, memos, formal reports, or any other assigned documents. Composes and types letters, using correct grammar and punctuation, in response to written or oral requests addressed to the department or as required to handle problems or other needs of the department.

Operates a computer terminal using various applications in order to enter or remove information from files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment as needed by the department.

Prepares checks for payment of department bills and issues payments from petty cash. Collects fines and bond money and issues receipts.

Develops new procedures for office functions when necessary.

Orders and distributes supplies and equipment as required. Gets estimates on repair costs, locates and arranges for repairs and maintenance of all assigned equipment, department facilities or operating systems.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Fire Records Clerk BY

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